## APPROVAL REQUEST

STD. 72 (REV . 7-92)	(1) DEPARTMENT, BOARD OR COMMISSION	D OR COMMISSION	
,	Corrections DIVISION, BUREAU OR OTHER UNIT WOMEN AND CHILLI	ONS WHER UNIT CHILDREN LS. SERVICES	3 UNIT 3
Submit three copies with three copies of the Records Retention Schedule, STD. 73.	ADDRESS 1515 S St	Street, Sacramento	ļ
TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE (2) $oxed{X}$ New schedule	BOX: of records	eduled. (Complete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) Revising a pro (A new appro	Revising a previous schedule. (Complete boxes 5 - (A new approval number will be assigned.)	- 12.)
(916) 445-2294 or CALNET 485-2294	(4) Amending son (The original i	Amending some pages of a previous schedule. (Co. (The original approval number will remain in effect.)	omplete boxes 8 - 12.) )
NEW SCHEDULE (5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET(Total Schedule)
(If applicable) 16830	10/24/94		10
PREVIOUS SCHEDULE INFORMATION (If applicable)  (9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(S) (11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
PART I AGENCY STATEMENTS	Additional representations of the state of t	ARAMANAN I MANANAN KANANAN KANANAN INI MANANAN KANANAN KANANAN KANANAN KANAN KANAN KANAN KANAN KANAN KANAN KAN Kanan kanan ka	n destruction destruction of the second seco
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.	d to sign for the prog are listed, that I have ention period is nece ele have been accour	gram manager) directly responsive reviewed the need for the recussrary and correct as scheduled inted for.	ble for the records listed on rds, (per Section 1611 of and (for a revised
(13) SIGNATURE MANAGER DIRECTLY ASSPONSIBLE FOR THE RECORDS		(14) TITLE CORRECTIONAL AIMINISTRATOR	(15) DATE SIGNED 12/5/94
In accordance with Government Code 44755, approval of the attached Records General Services is hereby requested. Retention periods have been established all the factors listed in Section 1667 of the State Administrative Manual.	pproval of the attach on periods have beer Administrative Man	44755, approval of the attached Records Retention Schedule Retention periods have been established by this agency afte the State Administrative Manual.	by the Department of er a careful evaluation of
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining disposal of records. (Per Section 1611 of the State Administrative Manual.)	ehalf of the head of t tate Administrative N	this agency in matters pertaining Manual.)	to the retention and
(16) SIGNATURZ-RECORDS MANAGEMENTANALYST	(17) R	η ππε Records Management	Coordinator
(18) NAME (Printed α Τγροσ) Kristine Estes	11)	(19) TELEPHONE 323-4095	(20) DATE SIGNED
PART II DEPARTMENT OF GENERAL SERVICES (21) SIGNATUSE—OIS CONSULTANT (A) Namona M. H. LAND	APPROVAL (Per G	SERVICES APPROVAL (Per Government Code Section 14755)  (22) APPROVAL NUMBER  COY F  RH-330  95-	ected to per
Information Management Consultant	ant	1-26-95	
THE ATTACHED RECORDS RETENTION SCHEDULE:	E:		
(25) Contains no material subject to further review by the California State Archives	by the California Stat	te	
Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	ems stamped "Hold/ nce by the Secretary trative Manual.)	Notify y of	
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Es Johns T. Manner J.		DEC 5 1995	

See 1

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## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)

Corrections

ORGANIZATIONAL UNIT

Women and Children Services Unit

ADDRESS (number, street, city)

DATE (3)

Page 1 of 2 Pages (4)

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

				515 S Street, Sacramento								NUMBER (5)		
ITEM NUMBER	CUBIC FEET	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPTION OF RECORDS					RETEN	NTION		PRA (Exempt)	REMARKS		
(Triple between	space items)	USE ONLY	(Triple-space be	tween items)	i a	a 1	OFFICE	DEPT.	SRC	TOTAL	& IPA			
(6)	(7)	(8)	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)		
INS			Women and Children This Records Retention defines the retention; d destruction requiremen Children Services Unit	Schedule (RRS) isclosure and its for all Women and								Retention:  Columns 10 through 16 are clarified in Column 17, Remarks.  Media (Column 10): P=Paper.  Disclosure Restrictions: (Column 16)  X: Exempt from public review per the Public Records Act, Government Code Section 6254.  XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.  Destruction:  Nonconfidential: recycle.  Confidential or exempt (Column 16): shred.  Historical (Column 8): Transfer to the State Archives, Do not destroy.		
0010			Administrative Records Copies of general administrations correspondence, supervisor procurement, reports, etc	tive records such as	P		*			*		* Retain per RRS 16000.		

## RECORDS RETENTION SCHEDULE

KECUKI	CORDS RETENTION SCHEDULE  3 (REV. 5-92) SCHEDULE NUMBER (2) DATE (3)												
STD. 73 (REV.	DEPARTMENT (1)	RTMENT (1)								DATE (3)			
	Corrections											16830	October 24, 1994
ORGANIZATIONAL UNIT													
See instructions on reverse Women and C and in SAM 1600 ADDRESS (number,				Women and Children	Serv	ices U	nit	Page 2 of 2 Pages (4)					
				ADDRESS (number,	street,		DEPARTMENT OF GENERAL S NUMBER (5)						
	4				1515 S Street, Sacramento								
ITEM	CUBIC	**************************************	M	V									
NUMBER	UMBER FEET STATE				e	i	RETENTION PRA						
1	ARCHIVES TITLE AND DESCRIP		TION OF RECORDS	d t						(Exempt)	REM.	ARKS	
(Triple	space	USE ONLY	(Triple-space b	etween items)	i	a					& TDA		
between	items)	(8)	(0)		(10)	1 (11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)	
(6)	(7)		(9)			(11)					(10)	Retain as active until the facility is	
0020		ransfer i	Facility Design, Plann	ing and Construction	P		A+2Y	0	A+3Y	A+5Y		1	•
,		ARCHIVES	4									operational, then reta	
										years (two years in the office, three years at the State Records			
												1	le Records
	<u>ب.                                    </u>											Center).	
0030	/ 1	RANSFER'	Mamate Field File		P		A+2Y	0	0	A+2Y	XI	Retain as active until	l the inmete
0030		ARCHNIE	Duplicate information (offic	ial information retained in	F		AT#1	U	U	ATZI	NI NI	leaves the program,	
	<b>&gt;</b>	ASSESSED AND TO A CONTRACT OF THE PARTY OF T	the Central File).	iai illioithation icames in								years (office).	men ietam two
			r									years (office).	
0048			Program Development	and Implementation	P		A+2Y	0	3Y	A+5Y		Retain as active the	nrogram is
0046			Frogram Development	and implementation	1		ATZI	U	J1	AIJI		operational, then ret	-
												(two years in the off	-
× .					1							the State Records Ce	
_		ransfer 1	ľØ									the state Records Co	11101).
0950		ARCHIVES	Reports and Statistics		P		C+2Y	0	3Y	C+5Y		Retain as current unt	til sunerseded.
0,000		9 ma 6 8 8 8 8 mc	reports and statistics		1		0,21		51	0.51		then retain five years	~
•												the office, three year	
									,			Records Center).	Juliu Daw
												Liverino Comini).	